

Subject: RE: Public Records Request (FL-SOS-19-0632)
Date: Friday, October 25, 2019 at 9:41:12 AM Eastern Daylight Time
From: Swain, Margaret A.
To: American Oversight Records
Attachments: FW: Reminder: SOE Monthly Conference Call - January 2018.eml, RE: SOE Monthly Call July Rescheduled Date (7-26-2018).eml

Dear Ms. Anthony,

Please find enclosed the documents responsive to your request for emails sent by Ms. Matthews to the following email addresses:

- FVRSSOE@dos.myflorida.com
- SOEStaffContacts@dos.myflorida.com

The Department now considers this request fulfilled. It has been a pleasure to be of service to you. There is no charge for these copies.

Respectfully,

Margaret Swain

Senior Management Analyst I

Office of the General Counsel

FLORIDA DEPARTMENT OF STATE

R.A. Gray Building, Suite 100

500 South Bronough Street

Tallahassee, Florida 32399-0250

(850)245-6507

(850)245-6127 Fax

Note: This response is provided for reference only and does not constitute a formal legal opinion or representation from the sender or the Department of State. Parties should refer to the Florida Statutes and applicable case law, and/or consult an attorney to represent their interests before relying upon the information provided.

In addition, Florida has a very broad public records law. Written communications to or from state officials regarding state business constitute public records. Public records are available to the public and media upon request, unless the information is subject to a specific statutory exemption. Therefore, any information that you send to this address, including your contact information, may be subject to public disclosure.

Subject: RE: SOE Monthly Call July Rescheduled Date (7-26-2018)
Date: Monday, July 23, 2018 at 9:22:10 AM Eastern Daylight Time
From: Matthews, Maria I.
To: SOEList
Attachments: 07-2018 SOE Mnthly Conf Call Agenda - SOEs pdf.pdf

The agenda is now attached.

From: Matthews, Maria I.
Sent: Monday, July 23, 2018 9:18 AM
To: SOEList <FVRSSOE@dos.myflorida.com>
Subject: SOE Monthly Call July Rescheduled Date (7-26-2018)

Dear Supervisors:

We have rescheduled last week's SOS-SOE monthly conference call for this Thursday, July 26, 2018. You have the option of calling in for either the call at 9am (Eastern Time) or 10:20am (Eastern Time).

Attached is the agenda we will follow. The conference call-in number is also listed below:

Call-in information: **1-888-670-3525**
Participant passcode: **686 248 9251**, then press #

Roll call will be taken.

If you are unable to participate, we respectfully ask that you designate a staff member to participate on the call so that your county is represented and does not miss out on important information that may be shared, or the opportunity to ask questions, or hear what other colleagues have to say.

Respectfully,

Maria Matthews, Esq.
Division of Elections, Director
Florida Department of State
500 S. Bronough Street
Tallahassee, Florida 32399
850.245.6520

Maria.matthews@dos.myflorida.com

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From: Mosca, Alexander N.
Sent: Tuesday, July 17, 2018 2:47 PM
To: SOEList <FVRSSOE@dos.myflorida.com>
Cc: Underwood, Wes H. <Wes.Underwood@dos.myflorida.com>; Matthews, Maria I.

<Maria.Matthews@DOS.MyFlorida.com>; Revell, Sarah W. <Sarah.Revell@dos.myflorida.com>

Subject: SOE Monthly Call cancellation notice (7-19-2018)

Dear Supervisors,

The Legislature's Joint Legislative Budget Commission (LBC) has publicly noticed their meeting for Thursday morning, July 19, 2018 at the same time as our monthly conference call. Since the Department will be presenting our request for the appropriation of the 2018 HAVA Election Security Funds grant funds at the meeting, our monthly conference calls on Thursday morning will be rescheduled for a later date.

The meeting notice can be found here:

<https://www.myfloridahouse.gov/Sections/Committees/meetingnotice.aspx?MeetingId=11817>

Please share this email with relevant staff.

Respectfully,

Alexander Mosca
Program Administrator
Florida Department of State, Division of Elections
850-245-6292

The Department of State is committed to excellence.
Please take our [Customer Satisfaction Survey](#).

**2018 Department of State
SOE Monthly Conference Call Agenda
9:00 AM – 10:00 AM EST
10:20 AM – 11:20AM EST
[January 18, 2018]**

- 1. County SOE Roll Call**
(Conference Call Number: 1-888-670-3525; pass code: 6862489251, then press #)
- 2. Opening Remarks by the Secretary of State**
- 3. Director's Office and Bureau/Unit Update** (BER, BVRS, BVSC, HAVA, NVRA)
- 4. IT Update**
- 5. Legal (Rules/Litigation/Advisory Opinions)**
- 6. Legislative Affairs Update**
- 7. Communications Office Update**
- 8. Upcoming Dates/Special Topics for Month**

January 31 (Wed)	Deadline for Supervisors of Elections to certify to the Division of Elections address and registration list maintenance activities for prior six months.
February 1 (Thu)	Initiative petition signature certification deadline.
March 9 (Fri)	Last day of regular Legislative Session.
March 31 (Sat)	Department of State to publish Notice of General Election in a newspaper of general circulation in each county twice before beginning of the specified qualifying period.

- 9. Supervisors of Elections' Requested Topics for Discussion**
- 10. Closing remarks**

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Division of Elections, Director
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Maria.matthews@dos.myflorida.com

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<Maria.Matthews@DOS.MyFlorida.com>; Revell, Sarah W. <Sarah.Revell@dos.myflorida.com>

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- 8. Supervisors of Elections' Requested or Special Topics for Discussion**
- 9. Closing remarks**

Next SOS – SOE Monthly Call: Thursday, August 16, 2018

Key Election Date Activities (until August call)		
July 24 (Tue) – July 31 (Tue)	Mandatory seven day window for Supervisors of Elections to mail vote-by-mail ballots to all domestic (non-UOCAVA) voters who requested vote-by-mail ballots.	Section 101.62, F.S. – Between 35th and 28th day before the election.
July 29 (Sun)	Deadline for Supervisors of Elections to designate early voting sites for the Primary Election and to provide the Division of Elections with addresses, dates and hours for early voting sites.	Section 101.657, F.S. – No later than the 30th day prior to the election.
July 29 (Sun)	First day a registered voter or poll watcher may file a voter challenge in the same county for the Primary Election.	Section 101.111, F.S. – No sooner than 30 days before an election.

**2018 Department of State
SOE Monthly Conference Call Agenda
9:00 AM – 10:00 AM EST
10:20 AM – 11:20AM EST
July 26, 2018**

July 29 (Sun) - August 3 (Fri)	Deadline for Supervisors of Elections to mail notice of time and location of logic and accuracy test (L&A test) to county party chairs and candidates who did not receive notice at qualifying.	Section 101.5612, F.S. – At least 15 days prior to the beginning of early voting, specific date will depend on when county will begin conducting early voting.
July 30 (Mon)	Deadline to register to vote (book closing) for the Primary Election.	Section 97.055, F.S. – On the 29th day before each election. If the 29th day falls on a Sunday or a legal holiday, the registration books must be closed on the next day that is not a Sunday or a legal holiday.
July 30 (Mon) - August 4 (Sat)	Deadline to submit poll watcher designations for early voting sites for Primary Election.	Section 101.131, F.S. – Before noon at least 14 days before early voting begins, specific date will depend on when county will begin conducting early voting.
July 31 (Tue)	Deadline to submit HAVA “Balance” Report (i.e., remaining balance of HAVA funds as of June 30, 2018).	Help America Vote Act (HAVA)(U.S.C. §§ 15301-15545)
July 31 (Tue)	Deadline for Supervisors of Elections to certify to the Division of Elections address and registration list maintenance activities for the prior six months.	Sections 98.065 and 98.075, F.S.; Rule 1S-2.041, F.A.C. – No later than July 31 of each year.
August 3 (Fri) – August 17 (Fri)	Period in which logic and accuracy (L&A) test for Primary Election may be conducted (Specific L&A date during this period will depend on when each county begins early voting).	Section 101.5612, F.S. – Not more than 10 days prior to beginning of early voting.
August 6 (Mon)	Deadline for Supervisors of Elections to post election preparation report on official website.	Section 100.032, F.S. – At least three months before a General Election.

**2018 Department of State
SOE Monthly Conference Call Agenda
9:00 AM – 10:00 AM EST
10:20 AM – 11:20AM EST
July 26, 2018**

August 6 (Mon) – August 11 (Sat)	Deadline for Supervisors of Elections to approve poll watchers and provide poll watcher identification badges for early voting sites for the Primary Election.	Section 101.131, F.S. – No later than seven days before early voting begins, specific date will depend on when county will begin conducting early voting.
August 8 (Wed)	Deadline for Supervisors of Elections to appoint poll workers for the Primary Election.	Section 102.012, F.S. – At least 20 days prior to any election.
August 8 (Wed)	Last day state write-in ballot is made available to overseas voters.	Section 101.6951, F.S. – 90 days prior to a General Election.
August 8 (Wed)	Deadline for Supervisors of Elections to notify overseas voters of upcoming General Election.	Section 100.025, F.S. – At least 90 days prior to regular Primary and General Elections.
Weekend of August 11, 2018 – Bookclosing Statistical Reports		
August 13 (Mon)	Canvassing board may begin canvassing vote-by-mail ballots for the Primary Election (the earliest start date).	Section 101.68, F.S. – 7 a.m. on the 15th day before the election.
August 13 (Mon)	Early voting may begin prior to the mandatory early voting period, at the discretion of the Supervisor of Elections.	Section 101.657, F.S. – Early voting may be offered at the discretion of the Supervisor of Elections on the 15th, 14th, 13th, 12th, 11th, and/or 2nd day before an election.
August 14 (Tue)	Deadline to submit poll watcher designations for election day for the Primary Election.	Section 101.131, F.S. – Prior to noon of the second Tuesday preceding the election.
August 14 (Tue)	If early voting begins on August 13, first day for Supervisors of Elections to prepare and upload daily electronic files of early voting summary and early voting details to the Department of State.	Section 101.657, F.S.; Rule 15-2.043, F.A.C. – No later than noon of each day for the previous day's activities.